

BY LAWS OF TAU BETA PI

KANSAS GAMMA CHAPTER

Amended March 8, 2004

By law I: General

Section 1. These By laws shall govern the proceedings of this Chapter in all matters not expressly provided for in the Constitution and By laws of the Tau Beta Pi Association, Inc.

Section 2. This chapter shall conform to such rules and regulations of Kansas State University and of its College of Engineering as may apply to honor societies.

Section 3. In the event of conflict between the Constitution and By laws of the Tau Beta Pi Association, Inc., and the rules and regulations of Kansas State University and/or its college of Engineering, the rules of Kansas State University and/or its College of Engineering shall prevail, and the Secretary-Treasurer of the Association shall be notified of the circumstances of the conflict.

By law II: Government and Officers

Section 1. The officers of this chapter shall be a President, Vice President, Cataloguer, and Recording Secretary, Corresponding Secretary, Treasurer, Editor, Webmaster and four alumnus advisors.

Section 2. The Advisory Board of the Chapter shall be composed of the President, Vice President, Corresponding Secretary, and four alumnus members of the Association. The Chair of the Advisory Board shall be elected by its members at the first Board meeting of the year.

Section 3. Alumnus members of the Advisory Board shall serve four-year terms, and all other officers shall serve during their time in office.

Section 4. It shall be the duty of the president to act as a responsible agent and leader of this Chapter. The President shall preside at all meetings and appoint all committees (subject to approval by a majority vote of the active body). The President shall cast the deciding vote in case of a tie in all things except elections. The President shall see to it that the other officers of the Chapter perform their duties in accordance with the By laws of the chapter.

Section 5. The vice president shall act as parliamentarian at all meetings and shall be a member of all committees.

Section 6. The Recording Secretary shall keep the minutes of the regular meetings and shall maintain a digital file of the minutes from each meeting..

Section 7. The Corresponding Secretary shall carry on such correspondence of the Society as the President, any other officer, or as the Constitution and By laws of the Association may direct.

Section 8. The Treasurer shall be in charge of all funds and bills of the Society as directed by the Constitution and By laws of the Association. The Treasurer shall maintain a bank account in the name of the Society.

Section 9. The Cataloguer shall keep an up-to-date record of all active members including full name, home address, and college mailing and e-mail address. The Cataloguer shall keep a record of alumnus members for one year after their graduation. The Cataloguer shall keep a record of the officers of the Chapter, including the Advisory Board. The editor maintains the bulletin board and prepares the program for banquets. The Webmaster maintains the chapter Web site.

Section 10. The Advisory Board shall have the power to formulate any necessary policies, such as the preparation of a budget, for presentation to the membership of the Society.

Section 11. The Advisory Board shall act as an advisory and judicial committee to determine the advisability of any action taken or proposed by the Society, brought before it by the petition of a minority of the Society, referred to it by a vote of the same, or considered on its own initiative. All changes in the By laws must be submitted to, and be approved by the Advisory Board before going into effect.

Section 12. If the current officer is not present at the meeting, the officer elect shall act in the capacity of the current officer.

By law III; Meetings

Section 1. "Robert's Rules of Order" shall be a parliamentary guide of the Chapter in all matters not covered in the Constitution and By laws of the Association or in the Chapter By laws.

Section 2. Notices stating clearly the time, place and purpose of each meeting shall be e-mailed to all active members of the Kansas Gamma Chapter.

Section 3. The order of business at all meetings shall be as follows;

1. Roll call
2. Reading of minutes
3. Reports of officers, committees, etc.
4. Unfinished business
5. New business
6. Adjournment

Section 4. One-half the members of the Advisory Board shall constitute a quorum at meetings of the Board.

Section 5. One-half of active student members shall constitute a quorum at regular meetings.

Section 6. A) A quorum must be present at any meeting at which a vote is taken committing the organization to any proposal. Without a quorum, meetings may be held at which members are inducted, proposals are submitted to the Society, matters of interest to the organization are discussed, or programs are formulated, but there shall be no formal voting on such matters.

B) Voting may be completed by mail, e-mail or telephone on matters of interest brought up at meeting without quorum.

Section 7. The quorum for purposes of constitutional amendments, election of membership, elections, changing of initiation fees or chapter dues, passing assessments of student members, and disciplinary action shall consist of three quarters of the active student membership.

By law IV; Committees

Section 1. A) The Society shall have standing committees on membership-initiation, activities, and such other committees as the president shall desire to establish.

B) The President shall provide written lists of specific duties and responsibilities to the committee chairmen.

Section 2. A) The committee chairmen shall be appointed by the President and are subject to approval by the Chapter.

B) Committee members shall be appointed by the chair and the President.

By law V: Eligibility

Section 1. The eligibility of the prospective members to the organization shall be determined from a class rank listing of all engineering students. This listing shall be an official semester copy received from the KSU Registrar's Office. The lists shall consist of sophomore, junior, senior, summer, coop-student in school or intercession and graduate classes. Only students majoring in recognized engineering disciplines will be considered for membership. These disciplines include Architectural Engineering, Biological and Agricultural Engineer, Chemical Engineering, Civil Engineering, Computer Engineering, Electrical Engineering, Industrial Engineering, Manufacturing Systems Engineering, Mechanical Engineering, Nuclear Engineering and Software Engineering.

Section 2. Eligibility requirements

A) Junior class

- i. Upper 1/8 of student considered to be in junior class by credit hour requirement given below.
- ii. minimum of (60) credit hours completed.
- iii. minimum of (55) graded credit hours.
- iv. minimum of (30) credit hours taken at this university.
- v. minimum of (25) graded credit hours at this university.
- vi. completion of sophomore level engineering courses.

B) Senior class

- i. Upper 1/5 of students considered to be in senior class by credit hour requirements given below.
- ii. minimum of (90) credit hours completed.
- iii. minimum of (82) graded credit hours.
- iv. minimum of (30) credit hours taken at this University.
- v. minimum of (25) graded credit hours at this university.
- vi. completion of all sophomore level courses required in specific major.
- vii. completion of at least two junior level required engineering courses.

By law VI: Election Procedure

Section 1. An orientation shall take place each semester to inform prospective student candidates about Tau Beta Pi, and to allow active members to become acquainted with prospective electees.

Section 2. A candidate must be elected by an affirmative voice of at least three-fourths of active chapter memberships present at the election meeting.

Section 3. A lack of a three-fourth majority vetoes the election of a prospective initiate subject to a review by the Advisory Board.

Section 4. A unanimous favorable vote by the Advisory Board overrules a veto by the quorum for cases being reviewed. The prospective member can thus be elected after a veto.

By law VII: Initiation Requirements

Section 1. All prospective student candidates * shall attend and actively participate in the semi-annual orientation.

Section 2. All prospective student candidates * shall attend and actively participate in the service project specified by the Advisory Board.

Section 3. All prospective student candidates * shall complete a signature booklet within a period of time specified by the chapter officers.

Section 4. All prospective student candidates not meeting initiation requirements shall be exempt from the initiation ceremony. If their eligibility is maintained until next election period, they may again be considered for election.

*all exceptions must be reviewed and approved by Advisory Board prior to date of event.

By law VIII: Amendments

Section 1. Amendments to these By laws may be proposed by any three active members of the Chapter. A proposed amendment shall be submitted in writing to the President and signed by the members proposing it.

Section 2. These By laws may be amended by a three-fourths affirmative vote of the active membership, subject to the approval of the Advisory Board.

Section 3. The Corresponding Secretary shall send a copy of the amended By laws to the Secretary-Treasurer of the Association within two weeks after an amendment is adopted.